



Ards and
North Down
Borough Council



Ards and North Down
SPORTS FORUM

2022-2023

Anniversary

Guidance Notes

Ards and North Down Sports Forum Grant Programme

Applications to the Ards and North Down Sports Forum Grant Programme should be completed in line with the guidance below.

Ards and North Down Sports Forum, which is supported by Ards and North Down Borough Council, is a voluntary organisation made up of affiliated sports clubs and organisations from within the Borough.

The aim of the Grant Programme is to promote and encourage life-long involvement in sport and to create, nurture and develop the sporting community within the Ards and North Down Borough. This will be achieved through funding from the Sports Forum to support talented athletes and the development of quality coaches and sustainable clubs within the Borough.

The Grant Programme provides the opportunity for affiliated sports clubs and organisations within the Ards and North Down Borough which have a sporting remit / section to seek financial assistance.

The Council has set aside £40,000 for 2022/23 financial year and therefore, there is funding available for the following grant categories: **Anniversary, Coaching, Equipment, Events, GoldCard, Seeding, and Travel/Accommodation**. Further information is available on our website:

<https://www.leisureardsandnorthdown.com/sports-development/clubs>

Application Process

Anniversary grants are available throughout the financial year (rolling) and applications are assessed monthly.

Successful applicants will be provided with a 'Letter of Offer' and a specific deadline to return 'Proof of Payment' documents.

Completed and signed Application form (in PDF format) along with mandatory supporting documentation must be submitted to sportsdevelopment@ardsandnorthdown.gov.uk

Incomplete applications will not be considered.

Applicant Eligibility

Financial assistance is available to sports clubs celebrating special anniversaries such as 25th, 50th, 75th, 100th and beyond that in multiples of 25 years.

- The club request for a grant should be made **three months prior to the anniversary month** being commemorated.
- **Only events such as tournaments, galas and special dinners will be considered.**

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- The club must be based in the Borough and be affiliated to the Ards and North Down Sports Forum.
- The club must be voluntary and of amateur status.
- The club must be providing a service which is complementary to that provided by the Council.
- The club must provide a plan of how the grant would be spent and this should be submitted along with the request.

The Council expects clubs to undertake their own fundraising activities to cover expenses and the Council will only consider a grant contribution towards any short-fall in costs that arises.

Funding Limits

The maximum financial assistance (short fall) awarded to clubs to assist with anniversaries is £750.00 (**per financial year**), this is subject to available funds.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied to pending applications at that time.

General Guidelines for Applicants

- All applications must be completed in full, signed and submitted with all mandatory supporting information. Incomplete applications will not be considered.
- Please ensure the correct application form is completed for the category you are applying for.
- Successful applicants must agree any changes to the project applied for and its funding arrangements with the Sports Forum before implementation.
- Successful applicants must notify the Sports Forum of any additional funding secured after submission of the application.
- Successful applicants must submit a completed report form with original receipts and original bank statements to the Ards and North Down Sports Forum, by the deadline stated on their Letter of Offer. Failure to meet this deadline may result in funding being withdrawn.
- Please note that the Council decision making process, from the Sports Forum's recommendations, may take up to eight weeks from date of assessment. This timeline must be taken into account along with the application/event timeline.

What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating (not open to all sections of community)
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy

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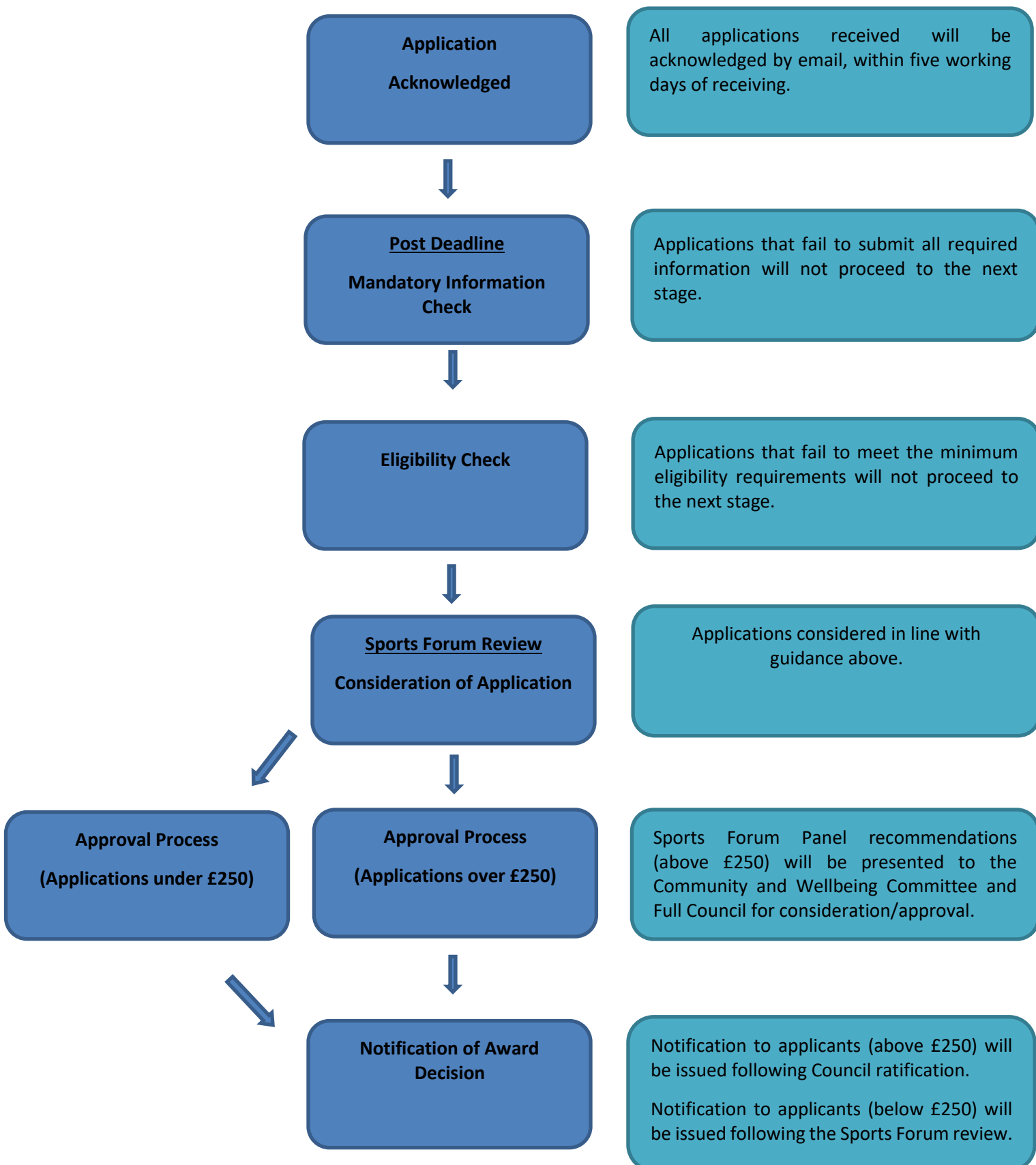
- Retrospective funding or costs that will be incurred after the communicated grant period
- Costs incurred before successful Letter of Offer issued
- Activities promoting religious or political beliefs
- Costs that are deemed to be unreasonable e.g. excessive goods/services
- Insurance for public liability or personal injury
- Routine running costs
- Computer, software packages or websites (unless High Performance Analysis Equipment)
- Affiliation, entry fees to competitions or membership fees
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages (Except for Anniversary Hospitality)
- Alcoholic beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Office equipment, furniture, maintenance equipment and maintenance costs.
- Items which only benefit individuals (e.g. prizes; scholarships; bursaries; personal clothing; personal equipment; event tickets; shin guards; boots, kits; etc.) and non-essential items e.g. water bottles.
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing.

The list above is not exhaustive. The Council reserves the right to fund/not fund any project which is deemed suitable/unsuitable for the Ards and North Down Sports Forum grant scheme.

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Post Application Process

Following submission of applications, the following process will be completed:



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For further information or any grant queries, please contact the Sports Development Team on:

Emma Hingston, Sports and Recreation Development Officer
Tel: 07920187819

Christine Cooke, Assistant Sports and Recreation Development Officer
Tel: 07741235231

The Ards and North Down Sports Forum Grant Guidance Notes and Application Forms are available on: Ards and North Down Borough Council Website:

<https://www.leisureardsandnorthdown.com/sports-development/resources>

or by emailing: sportsdevelopment@ardsandnorthdown.gov.uk